

-- -- **FOR PRINTING PURPOSES ONLY!** -- --

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Past Performance Questionnaire

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* denotes a required field

Identification

- i1 **Control Number** * (example: j3ma9xzq2k) (10 characters)
- i2 Retype **Control Number** *
- i3 Create Your Own Password * (needed for possible verification)
- i4 Retype Your Password *

Part A. Factual Background

- A1 Offeror Name *
- A2 Offeror Address * (Line 1)
 (Line 2)
 * City State * Zip
- A3 Today's Date Month Day , Year *
- A4 Your Name *First *Last
- A5 Your Title *
- A6 Your Company Name *
- Your Company Address * (Line 1)
 (Line 2)
 * City State * Zip
- A7 Your Company Phone Number * (i.e. 505-999-1234)
- A7a Your E-mail Address * (i.e. johndoe@company.com)

☐ Development / Construction

"Your" organization's primary

business function is:*

A8

☐ Asset / Property Management

☐ Financial / Banking

A9 Most relevant function of this RFQ performed for you by the offeror (choose as many as apply):

A9a Housing
Development

☐

New Construction

☐

Moderate Rehabilitation

☐

Substantial Rehabilitation

A9b Housing
Management

☐

Portfolio Management

☐

Property Management

☐

Asset Management

A9c Financial Services

☐

Underwriting

☐

Capital Placement

☐

Performance Monitoring

A9d Other

☐

Specify

A10 Complexity of Work

Select

A11 Contract Dollar Value

Select

A12 Contract Completion Date
(Month and Year date), if
applicable

Month , Year (i.e.19**, 20**)

A13 Extent and Duration of Business Relationship

A14 Type and Extent of Work that was performed for the offeror

A15 What percentage of the
contract value was
performed by this offeror

Select

Part B. Offeror Performance in Your Assignment

How did the offeror perform considering its technical performance or quality of services regarding: For each item, choose one of:

E - Exceptional
A - Acceptable
U - Unacceptable
N/A - (Not Applicable)

Part B1. Quality --

E **A** **U** **N/A**

B1a Effectiveness of offerors Quality Control program

☐ ☐ ☐ ☐

B1b Retention of employees and key personnel

☐ ☐ ☐ ☐

B1c Subcontractors' quality of work

☐ ☐ ☐ ☐

B1d Knowledge of key personnel in relationship to project requirements

☐ ☐ ☐ ☐

B1e Preparation and accuracy of reports

☐ ☐ ☐ ☐

B1f How well was the offeror personnel trained

☐ ☐ ☐ ☐

B1g Adherence to project requirements

☐ ☐ ☐ ☐

B1h Quality of property maintenance and curb appeal

☐ ☐ ☐ ☐

B1i Resident satisfaction with the property and the owner

☐ ☐ ☐ ☐

B1j Responsiveness to residents' service calls

☐ ☐ ☐ ☐

B1k Compliance with government regulations and agreements, if applicable

☐ ☐ ☐ ☐

B1l Long term performance, if applicable

☐ ☐ ☐ ☐

B1m Experience with latent defects and quality of corrective action taken (please describe in detail)

☐ ☐ ☐ ☐

E **A** **U** **N/A**

B1n Programs and services made available to residents (please describe)

☐ ☐ ☐ ☐

B1o Overall quality of offeror's performance

☐ ☐ ☐ ☐

(Please feel free to amplify your answers in the comment box.)

Part B2. Timeliness --

E A U N/A

B2a Offeror's timely completion of the project

☐ ☐ ☐ ☐

B2b Offeror's responsiveness in making adjustments to schedules, products or services to meet the project needs

☐ ☐ ☐ ☐

B2c Offeror's timely submission of reports

☐ ☐ ☐ ☐

B2d Offeror's response to modification requests

☐ ☐ ☐ ☐

B2e Overall timeliness of offeror's performance

☐ ☐ ☐ ☐

(Please feel free to amplify your answers in the comment box.)

Part B3. Cost Control --

E A U N/A

B3a Offeror's performance within costs established in the contract

☐ ☐ ☐ ☐

B3b Offeror's effectiveness in reducing costs

☐ ☐ ☐ ☐

B3c Reasonableness of costs proposed for modifications

☐ ☐ ☐ ☐

B3d Offeror's invoices were current and accurate

☐ ☐ ☐ ☐

B3e Offeror's financial stability during contract performance

☐ ☐ ☐ ☐

B3f Offeror's overall ability to control costs

☐ ☐ ☐ ☐

(Please feel free to amplify your answers in the comment box.)

Part B4. Business Relations --

E A U N/A

B4a Cooperation in resolving problems and disputes

☐ ☐ ☐ ☐

B4b Working relationship with the offeror's POC

☐ ☐ ☐ ☐

B4c Working relationship with technical personnel

☐ ☐ ☐ ☐

B4d Working relationship with governmental partners in public private ventures

☐ ☐ ☐ ☐

B4e Relationships with subcontractors

☐ ☐ ☐ ☐

B4f Relationships among team members in joint ventures

☐ ☐ ☐ ☐

B4g Tenacity and innovation in resolving problems

☐ ☐ ☐ ☐

B4h Congenial interpretation of business agreements

☐ ☐ ☐ ☐

B4i Dealing with unexpected circumstances

☐ ☐ ☐ ☐

B4j Compliance with terms of agreement

☐ ☐ ☐ ☐

B4k Overall evaluation of business relations

☐ ☐ ☐ ☐

(Please feel free to amplify your answers in the comment box.)

Part B5. Financial Performance --

E A U N/A

B5a Ability to balance needs of the property with expected financial results

☐ ☐ ☐ ☐

B5b Ability to achieve the financial results projected at development approval

☐ ☐ ☐ ☐

B5c Ability to adapt constructively to changes in the external environment, e.g., strengthening or weakening housing markets (please provide examples).

☐ ☐ ☐ ☐

B5d Vacancy problems (if any) and the offeror's response

☐ ☐ ☐ ☐

B5e Operating deficits (if any) and the offeror's response

☐ ☐ ☐ ☐

B5f Ability to develop and update a pro forma which accurately reflects

(Please feel free to amplify your answers in the comment box.)

Part C. The Offeror as a Partner

Yes

No

C1 Has the offeror been involved in a restructuring of the property under adverse circumstances (e.g. as a result of a default, the need for new capital for renovations, material negative cash flow or change of the controlling partner)? If Yes, please explain.

☐
☐

C2 Has the offeror ever sought to impose fees on residents not contemplated in the original agreement? If Yes, please explain.

☐
☐

C3 Has the offeror's property ever run operating deficits? If Yes, please explain.

☐
☐

C4 Has the offeror ever defaulted on any of its obligations? If Yes, please explain.

☐
☐

Yes

No

C5 Has the offeror involved any material instances of litigation or formal dispute resolutions?

☐
☐

If Yes, please explain.

C6 Has the management company ever been replaced for unsatisfactory performance? If Yes, please explain.

☐☐

C7 Has the offeror performed other projects with your company? If Yes, please explain.

☐☐

C8 What are the offeror's strong points?

C9 What are the offeror's weak points?

E-Excellent	G-Good	A-Average	F-Fair	P-Poor
E	G	A	F	P

C10 Of the offerors with whom you have been involved in this type of work, how would you rate their overall performance?

☐☐☐☐☐

Yes

No

C11 Do you have any reservations about doing business again with this firm? If Yes, please explain.

☐☐

Clear Questionnaire

Submit Questionnaire